

**Borough of Surf City  
Governing Body Meeting Minutes**

Mayor F. Hodgson called the meeting to order, reading the following statement: in compliance with the Open Public Meetings Act of the State of New Jersey, In compliance with the Open Public Meetings Act of the State of New Jersey, adequate notice of this meeting of the Borough Council has been provided to three newspapers and published in the Beach Haven Times on December 13, 2021.

Roll call reflected the following members present: Councilman Peter Hartney, Councilman William D. Hodgson, Councilman John H. Klose, Councilman John D. McMenemy, Councilman James B. Russell, Councilwoman Jaqueline L. Siciliano & Mayor Francis R. Hodgson. Absent: none.

All present joined Mayor F. Hodgson in a salute to the Flag.

The Borough Clerk administered the oath of office to John H. Klose and James B. Russell.

Councilman Hartney moved to the approve Resolution 2022-01. Councilman Klose seconded the motion. With a vote in the affirmative, the following was approved.

BE IT RESOLVED by the Borough Council of the Borough of Surf City that the Committee appointments for 2022 as made by Mayor Hodgson be and are as follows.

Water and Sewer	Klose, Siciliano, Russell
Streets and Roads	Siciliano, McMenemy, Klose
Police	Wm. Hodgson, Hartney, McMenemy
Public Property & Lifeguards	Russell, Hartney, Wm. Hodgson
Revenue and Finance	Wm. Hodgson, Siciliano, Klose
Beach Fees and Beach Protection	Hartney, Russell, Wm. Hodgson
Sanitation	McMenemy, Siciliano, Wm. Hodgson
Environmental & Public Interest	Hartney, Russell, Klose

The following Council members voted aye: Mr. Hartney, Mr. Wm. Hodgson, Mr. Klose, Mr. McMenemy, Mr. Russell & Mrs. Siciliano. Nays: none. Abstentions: none. Absent: none.

Councilman Russell moved to the approve Resolution 2022-02. Councilman Wm. Hodgson seconded the motion. With a vote in the affirmative, the following was approved.

BE IT RESOLVED by the Borough Council of the Borough of Surf City that John H. Klose shall serve as President of Council for the year 2022.

The following Council members voted aye: Mr. Hartney, Mr. Wm. Hodgson, Mr. McMenemy, Mr. Russell & Mrs. Siciliano. Nays: none. Abstentions: Mr. Klose. Absent: none.

Councilman Hartney moved to the approve Resolution 2022-03. Councilman Wm. Hodgson seconded the motion. With a vote in the affirmative, the following was approved.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Surf City that James Russell be and is hereby appointed a Class III member of the Land Use Board for a 1-year term expiring on December 31, 2022.

The following Council members voted aye: Mr. Hartney, Mr. Wm. Hodgson, Mr. Klose, Mr. McMenamin, Mr. Russell & Mrs. Siciliano. Nays: none. Abstentions: none. Absent: none.

Council President Klose moved to the approve Resolution 2022-09. Councilman Wm. Hodgson seconded the motion. With a vote in the affirmative, the following was approved.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Surf City that the Fire Company President be and is hereby given authorization to apply on behalf of the Surf City Volunteer Fire Company for any permit necessary for Fire Company projects planned during the year 2022 and that no-fee permits be issued for same.

The following Council members voted aye: Mr. Wm. Hodgson, Mr. Klose, Mr. McMenamin, & Mrs. Siciliano. Nays: none. Abstentions: none. Absent: none. Councilman Hartney & Councilman Russell recused themselves form this item of business.

Councilman Wm. Hodgson moved to the approve the following resolutions in the consent agenda. Councilman Hartney seconded the motion. With a vote in the affirmative, the following was approved.

RESOLUTION 2022-04

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Surf City that the following personnel appointments, as recommended by Mayor Hodgson, be and are hereby approved, effective January 1, 2022.

- Municipal Clerk (tenure January 2022), Administrator, Qualified Purchasing Agent, Pending Improvement Search Official, Supplemental Fire Services Coord, Community Development Block Grant Representative, Affirmative Action Public Agency Compliance Officer, ADA Municipal Coordinator, CRS Coordinator, Deputy Zoning Officer, Emergency Management Coordinator (exp. 12/31/2022) Christine Hannemann
- Water/Sewer Rents Collector, JIF Safety Coordinator, Recycling Coordinator, Tax Search Official. Michael P. Gross
- Tax Collector & Assistant Treasurer Carrie Haberstroh
- Chief of Police John N. Casella
- Police Liaison to the Mayor John N. Casella
- Zoning Officer Sandi Gomez

Clerk in Municipal Offices/Probationary	Jenna Letts
Clerk in the Municipal Offices/Probationary	Mark Errico
Borough Superintendent, Driver #1, Carpenter	Robert McGowan
Equipment Operator, Recycling Coordinator	
Water/Sewer Foreman, Plumber #1	Mike Ingling
Laborer- Streets & Roads, Sanitation	Arthur Yahn
Laborer – Streets & Roads, Sanitation	Alex Buck
Laborer – Streets & Roads, Sanitation	Ryan Boyd
Laborer – Streets & Roads, Sanitation	Dennis McCarthy
Laborer – Streets & Roads, Sanitation	Davonte Olivio
Laborer – Streets & Roads, Sanitation	Kenneth Wilson
Laborer, Custodian Class 3	Leonard Wilson
Laborer – Streets & Roads, Sanitation, Mechanic	Brian Miller
Laborer – Streets & Roads, Sanitation	
Laborer - Water/Sewer, Plumber # 2	Shane Nooney
Laborer - Water/Sewer, Plumber # 2	Jason LaVoie
Pre and post-season part-time lifeguard operations	Mark Dileo
Pre and post season badge checker part time operations	Renee Pawlishak
Part time clerk in the municipal offices without benefits	Jeannie Frazier

RESOLUTION 2022-05

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Surf City that the following personnel appointments, as recommended by Mayor Hodgson, be and are hereby approved, Effective January 1, 2022, terminating December 31, 2022.

MUNICIPAL COURT

Temporary Municipal Court Judge in accordance with N.J.S.A. 2B:12-5

Daniel Sahin

Court Administrator

Tracey Figueiras

RESOLUTION 2022-06

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Surf City that the following personnel appointments, as recommended by Mayor Hodgson, be and are hereby approved.

LAND USE BOARD

Class II Member

1-year term expiring on December 31, 2022

Sandra Klose

Class IV Members

4-year term expiring December 31, 2024

David Wright

Alternate Member #1

2-year term expiring December 31, 2023

Richard Savianeso

RESOLUTION 2022-07

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Surf City that the following personnel appointments, as recommended by Mayor Hodgson, be and are hereby approved.

Joint Environmental Commission

1-year term expiring on 12/31/2022 David Wright

1-year term expiring on 12/31/2022 Cathleen Engelsen

1-year term expiring on 12/31/2022 Daniel Bonanni

RESOLUTION 2022-08

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Surf City that the following personnel appointments, as recommended by Mayor Hodgson, be and are hereby approved.

3-year term expiring on 12/31/2024 Barbara Wright

3-year term expiring on 12/31/2024 Christine Hannemann – Secretary

RESOLUTION 2022-10

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Surf City that the Administrator be and is hereby given authorization to apply on behalf of the Municipality for any permit necessary for Municipal Projects planned during the year 2022 and that no-fee permits be issued for same.

RESOLUTION 2022-11

WHEREAS, N.J.S.A. 40A:4-19 provides for the making of temporary appropriations for the first quarter of the fiscal year; and

WHEREAS, the Governing Body of the Borough of Surf City in the County of Ocean, desires to provide for an orderly method in which to meet claims during the period prior to the adoption of the 2022 budget.

NOW, THEREFORE, BE IT RESOLVED that the appropriations, as attached hereto, which do not exceed twenty-six and one quarter (26.25%) percent of the 2022 appropriations exclusive of Debt Service, Capital Improvement Fund and Public Assistance, are hereby adopted as the 2022 Temporary Budget and Temporary Capital Budget.

RESOLUTION 2022-12

BE IT RESOLVED by the Borough Council of the Borough of Surf City that the Council Meetings of the Borough for the year 2022 shall be held on each Wednesday of the month at 7:30 p.m. with the second Wednesday being the regular meeting commencing at 7:30 p.m. in the Council Chambers of the Borough Hall.

January	5, 12, 19, 26	July	6, 13, 20, 27
February	2, 9, 16, 23	August	3, 10, 17, 24, 31
March	2, 9, 16, 23, 30	September	7, 14, 21, 28
April	6, 13, 20, 27	October	5, 12, 19, 26
May	4, 11, 18, 25	November	2, 9, 16, 23, 30
June	1, 8, 15, 22, 29	December	7, 14, 21, 28

All regular business shall be addressed on the second Wednesday of each month commencing at 7:30 p.m., with exceptions. Action will be taken at all meetings with executive sessions being held if and as needed.

RESOLUTION 2022-13

BE IT RESOLVED by the Mayor and Council of the Borough of Surf City that all banks and savings and loan associations insured by the F.D.I.C. and the F.S.L.I.C. located in the County of Ocean, and the New Jersey Cash Management Fund be, and they are hereby, designated depositories of Borough Funds; and

BE IT FURTHER RESOLVED that the Treasurer (Chief Financial Officer) shall select the institution for the depository of funds based on the highest rate of interest paid or services rendered based on a competitive bid basis with no less than three bids received verbally or in writing; and

BE IT FURTHER RESOLVED that, if verbal or phone bids are utilized, the Treasurer (Chief Financial Officer) shall keep a permanent log on the calls, noting the institution contacted, time, date, title of person quoting rates and amount quotations are being received on; and

BE IT FURTHER RESOLVED that all verbal and telephone quotations shall be received

on the same business day.

RESOLUTION 2022-14

BE IT RESOLVED by the Borough Council of the Borough of Surf City that Mayor Francis R. Hodgson, Sr., President of Council John H. Klose, Municipal Clerk Christine Hannemann and Treasurer (Chief Financial Officer) Michael P. Gross, be and they are hereby authorized to sign all checks and drafts against the Current Account, Water/Sewer Account and Dog License Account; and

BE IT FURTHER RESOLVED that the Tax Collector Carrie Haberstroh and/or Treasurer (Chief Financial Officer) Michael P. Gross are hereby authorized to sign checks on the Tax Certificate Account; and

BE IT FURTHER RESOLVED that a facsimile signature is authorized for the Treasurer (Chief Financial Officer) Michael P. Gross.

BE IT FURTHER RESOLVED that the Chief Financial Officer Michael P. Gross and/or the Municipal Clerk Christine Hannemann be, and they are hereby authorized to sign all checks on the Payroll Account.

BE IT FURTHER RESOLVED that the Assistant Treasurer, Carrie Ann Haberstroh, be and hereby authorized to sign all checks and drafts against the Current Account, Water/Sewer Account, and Dog License Account in the absence of the Treasurer (Chief Financial Officer) Michael P. Gross.

BE IT FURTHER RESOLVED that the Court Administrator Tracey Figueiras and/or the Municipal Judge, Damian Murray be, and they are hereby authorized to sign all checks on the Municipal Court Account.

RESOLUTION 2022-15

BE IT RESOLVED by the Borough Council of the Borough of Surf City that the Mayor or President of Council and the Municipal Clerk are hereby authorized to sign all legal papers pertaining to the business of the Borough.

RESOLUTION 2022-16

BE IT RESOLVED by the Borough Council of the Borough of Surf City that the interest rate to be charged for all delinquent taxes, water rents, sewer rents and other liens of whatever nature shall be eight (8%) percent per annum for all delinquencies of under \$1,500.00; and

BE IT FURTHER RESOLVED that all interest rates on all such delinquencies of \$1,500.00 and over shall be eighteen (18%) percent per annum; and

BE IT FURTHER RESOLVED as provided by Statute, there shall be a ten (10) day grace period. All payments must be physically received by the Finance Office by the close of the 10<sup>th</sup> calendar day to avoid being delinquent and subject to interest.

RESOLUTION 2022-17

WHEREAS, N.J.S.A. 40A:5-21 authorizes the re-establishment of a Petty Cash Fund in any county or municipality by application and resolution; and

WHEREAS, it is the desire of the Borough Council of the Borough of Surf City, County of Ocean, to re-establish such a fund for the Borough of Surf City in the amount of \$200.00; and

WHEREAS, the custodian of the fund is Michael P. Gross, C.M.F.O., who is bonded for the amount of \$100,000; such custodian shall maintain records for this fund in a manner conducive to proper accounting and auditing procedures.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council hereby authorizes such action and that two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval

RESOLUTION 2022-18

BE IT RESOLVED by the Borough Council of the Borough of Surf City that Carrie Haberstroh be and is hereby appointed as Certifying Agent for the Public Employees Retirement System, the Police Fire Retirement System, Defined Contribution Retirement Plan and the Deferred Compensation Retirement Plan.

RESOLUTION 2022-19

BE IT RESOLVED by the Borough Council of the Borough of Surf City that any contractors submitting bids shall submit proof of adequate insurance prior to performance of work or acceptance of bid and execution of contract.

RESOLUTION 2022-20

BE IT RESOLVED by the Borough Council of the Borough of Surf City that the newspapers chosen by the Borough Council for all legal advertising by the Borough shall be the Beach Haven Times, the Beacon, the Asbury Park Press and the Press of Atlantic City.

RESOLUTION 2022-21

BE IT RESOLVED by the Borough Council of the Borough of Surf City that Michael P. Gross, be and is hereby appointed to represent the Borough of Surf City as “Fund

Commissioner” for the Ocean County Municipal Joint Insurance Fund and the Sustainable Energy Joint Meeting; and

BE IT FURTHER RESOLVED that said appointment shall be for a term of one year expiring on December 31, 2022.

RESOLUTION 2022-22

WHEREAS, the Borough of Surf City needs the services of the following professionals as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5:

Municipal Engineer, Municipal Prosecutor(s), Alternate Municipal Prosecutors, Municipal Auditor, Municipal Bond Counsel, Municipal Labor Counsel, Municipal Conflict Counsel, Municipal Public Defender, Municipal Appraiser and Alternate Conflict Prosecutor; and

WHEREAS, the Chief Financial Officer has determined and certified that the value of the acquisition may exceed \$17,500, the maximum amount of the contract to be awarded under this Resolution is set forth in the 2022 Municipal Budget: and

WHEREAS, funds are available for this purpose as certified by the Chief Financial Officer; and

WHEREAS, the listed individuals have submitted a proposal indicating they will provide the related services per their schedule of rates, as attached, or included in the agreement; and

WHEREAS, the listed individuals have completed and submitted a Business Entity Disclosure Certification, which certifies that they have not made any reportable contributions to a political or candidate committee in the Borough of Surf City in the previous one year, and that the contract will prohibit them from making any reportable contributions through the term of the contract, and

WHEREAS, the Local Public professional be made available for public inspection.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE BOROUGH OF SURF CITY, COUNTY OF OCEAN, STATE OF NEW JERSEY, as follows:

1. That the following be appointed for the Borough of Surf City for a term of one (1) year, commencing January 1, 2022 and ending December 31, 2022.

Municipal & Land Use Engineer	Frank Little and the Firm Owen Little, Associates
Municipal Prosecutor	Steven Zabarsky, Esq.
Alternate Prosecutors	Ronald DeLigny, Esq., Barry Stieber, Esq., Paul Granick, Esq. and Brian Wilkie, Esq.
Municipal Auditor	Holman, Frenia, Allison, P.C



Municipal Bond Counsel	Michael Gluck and the Firm of Gluck, Walrath, LLP.
Municipal Labor Counsel	James Holzapfel, Esq. and Steven Zabarsky, Esq., of the Firm of Citta, Holzapfel and Zabarsky
Municipal Public Defender	Debra Rumpf, Esq
Alternate Conflict Prosecutor	Bonnie Peterson, Esq
Municipal Appraiser	Henry Mancini
Municipal Attorney	Christopher J. Connor, Esq., Jerry Dasti, Esq.
Land Use Attorney	Kevin S. Quinlan, Esq.

2. The Mayor and Municipal Clerk are hereby authorized and directed to execute the attached agreements with said professionals.

3. These contracts are without competitive bidding and is awarded as a professional service in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law because it is for services to be performed by a person(s) authorized to practice a recognized profession.

4. A notice of this action shall be printed once in the official newspaper of the Borough of Surf City.

5. This resolution takes effect January 1, 2022.

6. A certified copy of this resolution shall be provided by the Borough Clerk to the Chief Financial Officer and to each professional.

7. That a certificate of availability of funds executed by the Chief Financial Officer is annexed hereto.

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

The following Council members voted aye: Mr. Hartney, Mr. Wm. Hodgson, Mr. Klose, Mr. McMenamin, Mr. Russell & Mrs. Siciliano. Nays: none. Abstentions: none. Absent: none.

Mayor F. Hodgson called for any comments from the public. There were no comments.

Councilman Russell moved to adjourn the meeting. Councilwoman Siciliano seconded the motion. With a vote in the affirmative, the meeting was adjourned.

Respectfully submitted,



Christine Hannemann, RMC/CMR/QPA  
Borough Clerk/Administrator

Proposed Temporary Budget for 2022

**General Government Functions:**

General Administration		
Salaries & Wages	\$	20,000.00
Other Expenses		2,500.00
Human Resources		
Other Expenses		1,000.00
Mayor and Council		
Salaries & Wages		15,000.00
Other Expenses		2,000.00
Municipal Clerk		
Salaries & Wages		25,000.00
Other Expenses		5,000.00
Financial Administration (Treasury)		
Salaries & Wages		32,000.00
Other Expenses		15,000.00
Audit Services		
Contractual		7,500.00
Revenue Administration (Tax Collection)		
Salaries & Wages		17,500.00
Other Expenses		10,000.00
Tax Assessment Administration		
Salaries & Wages		9,000.00
Other Expenses		3,000.00
Revaluation		-
Legal Services		
Other Expenses		15,000.00
Revision of Ordinances		
Other Expenses		2,000.00
Engineering Services		
Other Expenses		7,500.00
Review Revision of Master Plan		
Other Expenses		2,000.00
<b>Land Use Administration:</b>		
Land Use Board		
Salaries & Wages		4,000.00
Other Expenses		2,500.00
<b>Code Enforcement and Administration:</b>		
Construction Official		
Salaries & Wages		12,000.00
Other Expenses		25,000.00
Other Code Enforcement Functions		
Salaries & Wages		6,000.00
Other Expenses		2,000.00
<b>Insurance:</b>		
Liability Insurance		40,000.00
Worker Compensation Insurance		52,000.00
Employee Group Insurance		415,000.00
Health Benefit Waiver		
Salaries & Wages		15,000.00
Unemployment Insurance		4,000.00

Proposed Temporary Budget for 2022

**Public Safety Functions:**

Police Department	
Salaries & Wages	385,000.00
Other Expenses	35,000.00
Police Dispatch/911	
Other Expenses	27,000.00
Aid to Volunteer Fire Company	-
Office of Emergency Management	
Salaries & Wages	1,000.00
Other Expenses	3,000.00
Municipal Prosecutor's Office	
Other Expenses	3,500.00

**Public Works Functions:**

Streets and Road Maintenance	
Salaries & Wages	17,500.00
Other Expenses	15,000.00
Solid Waste Collection	
Salaries & Wages	70,000.00
Other Expenses	7,500.00
Recycling Tax	
Other Expenses	1,000.00
Buildings & Grounds	
Salaries & Wages	40,000.00
Other Expenses	20,000.00
Vehicle Maintenance (includes police vehicles)	
Salaries & Wages	15,000.00
Other Expenses	40,000.00

**Health and Human Services Functions:**

Public Health Services (Board of Health)	
Salaries & Wages	800.00
Other Expenses	20,000.00
Environmental Services	
Salaries & Wages	1,000.00
Other Expenses	500.00
Animal Control Services	
Other Expenses	5,000.00

**Park and Recreation Functions:**

Recreation Services and Programs	
Salaries & Wages	1,200.00
Other Expenses	500.00
Maintenance of Parks	
Salaries & Wages	8,000.00
Other Expenses - Veterans' Park	1,500.00
Other Expenses - Other	1,500.00
Beach and Boardwalk Operations	
Salaries & Wages	5,000.00
Other Expenses	40,000.00

# Borough of Surf City

Resolution No: 2022-11

## Proposed Temporary Budget for 2022

<b>Utility Expenses and Bulk Purchases:</b>	
Electricity	10,000.00
Street Lighting	20,000.00
Telephone	12,000.00
Gas	10,000.00
Telecommunication Costs	3,000.00
Gasoline	20,000.00
<b>Landfill/Solid Waste Disposal Costs:</b>	
Sanitary Landfill	20,000.00
<b>Statutory Expenditures:</b>	
Public Employees Retirement System	101,435.00
Social Security	50,000.00
Police and Firemen's Retirement System	61,415.56
Defined Contribution Retirement System	500.00
<b>Contingent</b>	
<b>Municipal Court:</b>	
Municipal Court	
Salaries & Wages	20,000.00
Other Expenses	5,000.00
Public Defender	
Other Expenses	1,000.00
<b>Zoning Officer</b>	
Salaries & Wages	10,000.00
Other Expenses	2,500.00
<b>Public &amp; Private Programs Offset by Revenues</b>	
FY2020 966 Reimbursement Program	-
<b>Capital Improvements:</b>	
Capital Improvement Fund	25,000.00
Rehabilitation of Borough Property	15,000.00
<b>Municipal Debt Service:</b>	
Bond Interest	-
Note Interest	25,000.00
<b>Total 2021 Temporary Budget</b>	<b>\$ 1,945,850.56</b>

Total 2022 Temporary Budget	\$ 1,945,850.56
Less: Debt Service	(25,000.00)
Capital Improvement Fund	(25,000.00)
Rehabilitation of Borough Property	(15,000.00)
	<u>\$ 1,880,850.56</u>
Total 2021 Adopted Budget	\$ 7,240,145.00
Less: Debt Service	(25,000.00)
Capital Improvement Fund	(50,000.00)
	<u>7,165,145.00</u>
	x 0.2625
Maximum Permitted by N.J.S.A. 40A:4-19	<u>\$ 1,880,850.56</u>